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IAC-D-95/2

5 June 1956

MEMORANDUM FOR: Secretary, Intelligence Advisory Committee

SUBJECT: Annual Report

Attached herewith are twelve copies of the First Annual Report
of the Ad-Hoc Subcommittee on Information Processing.

[Redacted Signature]

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Secretary
Subcommittee on Information Processing

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IAC AD-HOC SUB-COMMITTEE ON INFORMATION PROCESSING
FIRST ANNUAL REPORT

I. Authority

The IAC Ad-Hoc Sub-Committee on Information Processing was established pursuant to IAC action of 19 May 1955 to coordinate the development and implementation of compatible systems for documentation and processing of information within the intelligence community. The Committee is composed of representatives of the IAC agencies and invites other interested agencies to participate in matters which concern them. Chairmanship is provided by CIA.

II. Accomplishments

A. Study of existing document processing systems. The Sub-committee reviewed the document processing systems in the member organizations. These systems were found to vary widely in objectives, techniques and level of service afforded users.

B. Endorsed the CIA Library INTELLIGENCE SUBJECT CODE. The following members endorsed the CIA Library's Intelligence Subject Code for adaptation and use by the intelligence community in indexing documents: AFOIN, ACSI, ONI and NSA. In order to make the Intelligence Subject Code usable for the other agencies, pertinent sections of the Code are being adapted:

1. AFOIN has completed its revision of the 400 section. CIA Library approved and is now reprinting.
2. ONI has submitted its revision of the 300 section to CIA Library for approval.
3. ACSI has appointed a committee which is completing recommendations for the revision of the 200 section.

C. CIA Contract with the [redacted]

On behalf of the Sub-committee, CIA entered into contract with the [redacted]

Participation in this program includes utilization of Center personnel on a consultative basis for projects of interest to the Sub-committee. One such project was presented by the Army member for assistance in data-handling problems encountered by the library of personality investigative files at Fort Holabird, Md. The Sub-committee approved the Army request and the Center has been requested to work with the Army.

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D. Working Groups. As the need arose, the Sub-committee established Working Groups to resolve problems in specific areas. The Working Groups, their assignments and progress are described below.

1. Working Group on a Common Inter-library Loan Form. Chaired by Air Force this Working Group was charged with the preparation of a coordinated, single inter-library loan form to be used in the intelligence community. Form presented to AHIP for approval and adoption by the intelligence community. AHIP approved 19 March 1956; Working Group dissolved.
2. Working Group on a Common Numbering System. Chaired by NSA, the Working Group was assigned the responsibility for devising a common numbering system for use in all IAC agencies for accessioning information reports and intelligence documents. The Working Group presented its recommendations on 27 October 1955 that blocks of numbers be assigned to each IAC member agency, the system be put into effect and that the problem of serials be assigned to a working group for further study. AHIP approved the recommendations on 8 November 1955 and agreed that 1 July 1956 be the tentative date for putting these into effect. Working Group on a Common Numbering System dissolved.
3. Working Group on Control Numbering of Serial Publications. To study the inclusion of serial publications into a common numbering system another Working Group, chaired by CIA, was appointed. The recommendations of the Working Group were approved by AHIP on 30 January 1956: a) that intelligence serial publications be included in the common numbering system; b) that inter-agency cooperation in processing serial publications in this manner commence on a selective basis, because the problem of subject control is not uniform; and c) that in any mechanized system of processing it is important to provide for recovery of serial publications by title and issue. Working Group dissolved.
4. Working Group on Common Intelligence Report Format (WGIR). Established in December 1955, and chaired by CIA, this Working Group was asked to develop recommendations acceptable to the IAC regarding standardization of format of published intelligence reports. It was suggested further that the following also be considered: a) standard report size, b) use of color, c) identical working and location for items of same meaning, d) physical uniformity of reports, and e) systematic citation of inclosures. Because of the complexity of the problems assigned to this Working Group, it has attacked the various

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aspects in stages and is not yet ready to issue its final conclusions. Progress reports have been and will continue to be submitted.

5. Working Group on Equipment Research. Chaired by CIA, this Working Group was established to provide the members of AHIP with coordinated and evaluated information on technological advances in data processing equipment. The Working Group consists of representatives from member agencies thoroughly qualified to evaluate such equipment.

E. Participation in External Meetings. During the course of the year, members participated in the following meetings of interest to them in the course of their responsibilities as members of this Sub-Committee:

1. Air Research and Development Command, Baltimore, Md. 15-16 Sept. 55
The Air Force held this symposium on data handling to acquaint its research and development people with current problems confronting the intelligence community in this field. Through such knowledge the Air Research and Development Command expected to improve its interpretation of the long-range technical requirements for meeting this need. Several members of the Sub-Committee contributed substantially to the Symposium.
2. Conference on the Practical Utilization of Recorded Knowledge, Western Reserve University, Cleveland, Ohio, 16-18 January 1956.
The conference brought together some 500 technicians, librarians, electronic specialists and documentation experts to exchange ideas and information on equipment for data-processing. Many members of the Sub-committee attended to utilize this opportunity to see what the extra-intelligence people were doing along these lines.
3. Special Meeting on the Use of Geographic Grid Coding in Machine Data Handling Systems, Pentagon, 26 March 1956.
The Air Force member recommended to AHIP consideration of its system of geographic grid coding for adoption by the community. The system permits mechanical recovery of information according to specific geographic location. An Air Force-sponsored special meeting was held to describe the details of this Geo Ref system, which would be used in addition to the CIA Intelligence Subject Code. Members of AHIP were asked to comment in writing with the result that some adaptation of the basic idea appeared certain of sponsorship by AHIP. It was clear, however, that testing of Geo Ref in connection with Minicard was essential and that this could well delay a final AHIP decision for another 6-12 months.

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[] For the development of a system, known as Minicard, to retrieve
information from large masses of intelligence data efficiently and quickly
Members of AHIP are keeping themselves currently informed on all phases
of the Air Force and CIA experimentation with the Minicard equipment, some
of which has been delivered to the Air Force in April 1956 with additional
equipment scheduled for delivery during the rest of the year. Research
and development continue on auxiliary equipment to be used with Minicard,
such as closed-loop TV.

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